



**REGULAR MEETING OF THE COMMON COUNCIL
MIDDLETOWN, CONNECTICUT
APRIL 2, 2012**

Regular Meeting	A Regular Meeting of the Common Council of the City of Middletown was held in the Council Chamber of the Municipal Building, on Monday, April 2, 2012 at 7:00 p.m.
Present	Mayor Daniel T. Drew, Council Members Thomas J. Serra, Ronald P. Klattenberg, , Gerald E. Daley, Robert P. Santangelo, Hope P. Kasper, Grady L. Faulkner, Jr., Philip J. Pessina, Joseph E. Bibisi, Linda Salafia, Todd G. Berch, and Deborah A. Kleckowski, Corporation Counsel Daniel B. Ryan, Sergeant-at-Arms Officer Matthew Freiman, and Council Clerk Marie O. Norwood.
Absent	Councilwoman Mary A. Bartolotta
Also Present	Hartford Courant Reporter Shawn Beals, Middletown Press Reporter Jim Salemi, and thirty members of the public
Meeting Called to Order	Mayor Drew calls the meeting to order at 7:05 p.m. and leads the public in the Pledge of Allegiance.
Call of Meeting Read	The Call of Meeting was read and accepted. Mayor Drew declares the Call a Legal Call and the Meeting a Legal Meeting.
Motion to Amend Agenda	Councilman Serra moves to amend the agenda with the addition of agenda item 9K, Grant Confirmation for the Health Department, 9L, Emergency Management emergency purchase from Storm Alfred. Councilman Pessina seconds the motion. Councilwoman Salafia states she doesn't have the changes. The clerk responds they were left at each place before the meeting. Councilwoman Salafia states the Emergency Management purchase. The Clerk explains it was given to her at the beginning of the meeting and reads the memo from the Emergency Management Director. The Chair calls for the vote and it is unanimous to approve with eleven aye votes. The Chair states the matter is approved with eleven aye votes and one member absent; the agenda is amended and approved.

<u>Agenda Item</u>	<u>3</u>
Description	

Presentations

<u>Agenda item</u>	<u>3-1</u>
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Councilman Daley reads and moves for approval agenda item 3-1, recognizing the 61 members of the Middletown High School class of 2012 honor students. He moves it for approval and is seconded by Councilman Serra. The Chair states without objection, the resolution can be approved by acclamation. There are no objections and the matter is declared approved.

Resolution No.	76-12
File Name	cchonorstumhs
Description	Congratulating the 2012 Honor Students at Middletown High School.
(Approved)	

Whereas, the mission of public education in Middletown is to enable students to achieve their highest potential by challenging them with a variety of educational experiences to develop them intellectually, socially, and physically; and

Whereas, each person is an important resource for Middletown and the successful education of our children is essential to our City's continued and future growth; and

Whereas, Middletown High School and the Middletown Board of Education will hold an honors reception on May 17, 2012 to honor those students who have excelled during their four years at Middletown High School; and

Whereas, the students have achieved academic excellence, as well as shown leadership in their school and community, the highest of character and civic values, as well as providing at least 30 hours of volunteer service in their school and community; and

Whereas, the Class of 2012 has sixty-one members who have distinguished themselves as honor students and they are Naadu Adjoka-Nartey, Simon Arias, Tyler Ashlin, Imran Bhuiyan, Daniel Bransfield, Kyle Breton, Corey Briggs, Quian Callender, Megan Camp, Miriam Charry, Michael Cho,

Zuzanna Ciebielski, Britney Ciesiolka, Ethan Cooke, Steven Davis, Ava DelMastro, Amy Drachenberg, Amber Drew, Meagan Dudyak, Alexander Dykas, Morgan Feshler, Elizabeth Fraulino, Elizabeth Giguere, Dimitria Gomes, Steven Gotta, Estelle Gyimah, Auroba Halim, Randy Hamchand, Danielle Harris, Kirsten Hawley, Jordan Higgins, Kevin Hilversum, Basant Kandel, Zoe Kaplan, Alyssa Kegley, Quang Le, Shelby Marchese, Ritu Mehra, Regina Palmieri, Elizabeth Paquette, Anna Pettengill, Kyle Phillips, Brittany Pieta, Erica Rayack, Logan Reich, Kacey Reinholtz, Michelle Root, Aaron Rosenbloom-Snow, Aleksandra Rusowicz, Elizabeth Russo, Andrew Satterberg, Jennifer Shaw, Tyler Sheil, Megan Shepard, Lily Smith, Genna Spignesi, Graham Stewart, Andrea Szegedy-Maszak, Gregory Thomas, Jack Winters, Annie Yang ; and

Now therefore be it resolved by the Common Council of the City of Middletown: That on behalf of the citizens of Middletown, we recognize the honor students’ personal achievements, not only for four years of academic excellence in the classroom, but also for distinguishing themselves through their commitment to character and citizenship, as leaders and role models in their school and in the community; and

Be it further resolved: That we extend our congratulations and best wishes to these students and that we recognize the encouragement and dedication of their faculty mentors; and

Be it further resolved: That a true and attested copy of the foregoing resolution be presented to these honor students of Middletown High School, graduating Class of 2012 at the honor reception to be held on May 17, 2012 as a token of our appreciation for their efforts and as an impetus to succeed in all their future endeavors.

Agenda Item 3-2

Councilman Pessina asks that Devon Carillo to come forward. He also asks for Coach Fong to come forward. Councilman Pessina reads the resolution. He states we wish you much success, Devon. Councilman Serra seconds that motion. Devon thanks them. Councilman Serra states as former athlete, watching you on the football team was as exciting as watching you in wrestling. Councilman Pessina states with 25 years of volunteer coaching, you are one of the finest athletes and role models for your peers; the sky’s the limit for you.

The Chair states you have become a household name; congratulations and would you like to say anything. Devon responds thank you and no. The Chair states without objection, the resolution can be approved by acclamation. It is approved without objection.

Resolution No.
File Name
Description

(Approved)

77-12
cccarillowrestling2012
Congratulating Devon Carillo, All-American Wrestler at Middletown High School.

WHEREAS, Devon Carillo, All-American wrestler at Middletown High School has won his third consecutive State Class LL Championship title in his weight class; and

WHEREAS, he defeated New Milford’s Doenia with a 24-second pin; he earned awards for most outstanding wrestler and fastest fall at the meet, winning his four pins in 7:45 seconds; and

WHEREAS, Devon finished his senior wrestling season with a 27 – 0 record; and

WHEREAS, in his Freshman year, Devon finished fourth in Class LL and third in the State Open; his Sophomore year, he was the Class LL Champion, second in the State Open, and fourth at New England; as a Junior, he was the Class LL and State Open Champion, finished third at New England and placed seventh at Nationals; and

WHEREAS, Devon captured his second State Open Championship; he beat Sheldon Rhoden of Weaver/Hartford Public Co-op, 11 – 5; and

WHEREAS, Devon participated in the New England Interscholastic Wrestling Championships and won the 182-pound title and will participate in the National competition; and

WHEREAS, Devon is an All-American Wrestler and has held the Central Connecticut Conference South Champion Title; he has also earned all-conference honors for the fourth consecutive year.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That, on behalf of Middletown residents, we congratulate Devon Carillo on his achievements during his four-year wrestling career with the Blue Dragon Wrestling Team; we commend him for his determination and athleticism that led to the capture of his Wrestling Titles during his four years at Middletown High School; we commend him for achieving academic excellence while achieving success in his chosen sport; and

BE IT FURTHER RESOLVED: That we wish Devon success in his future endeavors; he has been a role model for his team mates and the student body at Middletown High School.

Agenda Item 3-3

Councilman Serra states he has agenda item 3-3 and asks if there are any Dance team members here. He reads the resolution into the record and moves it for approval. Councilman Pessina seconds his motion. The Chair states without objection resolution approve by acclamation. There are no objections and the matter is declared approved.

Resolution No. **78-12**

File Name	ccdanceteam2012
Description	Congratulating the Middletown High School Dance Team on their CIAC championship.
(Approved)	<p>WHEREAS, the Middletown High School Dance Team was organized in 2005 by a group of students and Teacher Lisa Geary as a club sport; and</p> <p>WHEREAS, in 2007, the Dance Team was recognized as an athletic sport under the principles of the Middletown Athletic Department; and</p> <p>WHEREAS, the Team performs at the boys and girls home basketball games; and</p> <p>WHEREAS, Captains Stephanie DeRita, Kelly Kinney, Tiana Spada, along with team members Emma Bagenski, Marisa Bishop, Stephanie Giardina, Rachel Held, Kimberly Kardas, Allissa Lancia, Liza Marino, Julia Marzalek-Baldyga, Haley McDonald, Imani Moore, Sarah Ouimet, and Cassidy Zanette worked along with their coaches Jessica Carlson, former Team Dancer and Founding Member and Samantha Richetelle challenged themselves by competing in regional events including the State CIAC Dance Championship; and</p> <p>WHEREAS, the Middletown High School Dance Team attended the Universal Dance Association Camp at Southern Ct State University, earning superior ratings on individual and home routines; they were invited to the Universal Dance Association National Dance Team Championship in Orlando, Florida; and</p> <p>WHEREAS, the Team attended Oxford Spirit Spectacular and earned first place in the High School Hip Hop Division and the highest score in the “Best In Show” award for the competition; the Dance Team attended “Dancin in the Woods” at Woodland Regional High School and took a 3rd place award in the High School Hip Hop Division; they attended the Quinnpiac Cheer and Dance Challenge and placed first in the High School Hip Hop Division; and</p> <p>WHEREAS, the Middletown High School Dance Team took part in the CIAC State Dance Championship and received the 2012 State Title High School Hip Hop Champions, their first State Title.</p> <p>NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That, on behalf of the Citizens of Middletown, we congratulate the Middletown High School Dance Team for its accomplishments and for capturing the State Championship Title as the 2012 Champions in High School Hip Hop; we applaud the Dance Team for their accomplishments, gained through their own work ethic and efforts; we are proud of their achievements and success as ambassadors of Middletown.</p>

Agenda Item	4
Description	Approval of Minutes <p>The Chair asks for a motion to approve the minutes of the regular Common Council meeting of March 5, 2012 at 7 p.m. meeting; Special Meetings of March 5, 2012 at 6 p.m., March 8, 2012 at 7 p.m., and March 20, at 7 p.m.; the minutes of the meetings having been deposited with the Mayor and Corporation Counsel and copies of the same having been served on each and every Council Member, the reading of the same having been dispensed with, Councilwoman Kasper moves them for approval and there is a second by Councilman Santangelo. Councilman Daley and Councilman Faulkner abstain from the meeting of March 5, 2012 at 6 p.m. Councilman Berch abstains from the special meeting of March 8, 2012 at 7 p.m. The Chair asks if there is any further discussion; hearing none, he calls for the vote. The Chair states the minutes are approved unanimously with the noted abstentions.</p>
Point of Personal Privilege	Councilman Serra asks for a point of personal privilege to acknowledge and congratulate Councilwoman Mary Bartolotta and her husband, Sebastian; they have a boy born last Friday and that is why she is not here this evening. We wanted to congratulate her especially if she is watching this evening.
Agenda Items	5 and 6
Description	Public Hearing on Agenda Items
Public Hearing Opens	<p>The Chair opens the public hearing on all other agenda items at 7:19 p.m. He asks that the state their name and address for the record; he states the limit is 5 minutes. If you have anything you want to say on items not on the agenda, the Council will have a meeting on April 12 for general comments.</p> <p>Ken McClellan comments on agenda item 11-16; this resolution, when he saw it and heard about it, was an expenditure after the fact. He doesn't know what planning went into it and would like to see a report of it and it is an after the fact approval of the expenditure. It sets a bad precedent for financial management of the City. It means planning the budget and sticking to it and he hopes that is not the case and in the future, a better job should be done to inform the public.</p> <p>Earle Roberts states on the appropriation request for \$10,000 for Emergency Management, he would like to see a spread sheet of how the money was rendered and Public Works does it for snow storms. Resolutions 11-5 and 11-6, they are piggybacking and are nonbargaining. He has concern and opposition to this. The positions should be looked at annually and judged what they are doing for the City. We don't need to reward it through piggybacking through a union contract and a union position. Agenda item 11-9 relative to the resolution for the</p>

Human Relations administrative secretary and two things trouble him and it is the need to do it now with budgets tight; this is a healthy increase and what bothers him is the incumbent is in the resolution by name and it is not relevant. It refers to the positions, not the individual. Resolution 11-11, 10% reserve for Personnel Department, so much for the reserve to save tax payer money. There is \$825 of the \$5,000. What is the matter referred to and the \$825 for the neutral and we have to pay for a late fee and that deserves scrutiny by the Personnel Department. Agenda Item 11-12 for the Economic Development Emergency Business program and what is the money for. Who and what is it for. Lastly is 11-16. I agree with comments by the previous speaker and some reason China was picked and they are probably justifiable and what did I get for the expenditure and did we get a copy of a signed option to bring a business to buy Remington Rand. The agenda was economic development and most understand a world economy; he would like to know what he got that is tangible. It would be helpful to know that and to better judge the expenditure. It opens the door for other expenditures like Mexico.

Deputy Fire Chief Kronenberger and three Fire fighters come forward. The Deputy Chief Introduces the President of the Fire Union who would like to speak on 9F, Fire Ops which will be a joint ops. The Union President thanks the Council for their time. This is the second time the local has come before this body; on October 6, 2012 with the Middletown Fire Department, they will host the second fire ops program so you can see what the local work is of the firefighter so you can make informed decisions in tough times. They have asked for the proper number of EMTs and firefighters for a safe environment. All of you will wear turnout gear and step off a fire engine and put out a fire; you will do search and rescue and rapid intervention crew and the role they play to rescue one of their own. You will also work on helping at a car accident and assist a cardiac arrest victim. You will see and feel what firefighters do on a daily basis. This will follow national standards in the training scenarios. You will be assigned a designated shadow who is a union member and firefighter. They will work alongside of you and will be your personal safety officer. You will meet with your shadow before the training and may include a ride along and it will occur at least a week before the event. A waiver and medical form will need to be returned before the program. He hands out the invitations and introduces the co chairs of the event, Stephen Beiller and Patrick Eamon; they will coordinate the entire event. Councilman Klattenberg states the memo said May 12. The Union President responds May 12 will not work which is why they are doing October 6.

Councilman Santangelo states he did this the last time they did it; he won't be able to do this one and he asks the Council members to do it. He did get insight into what they do. It is an exciting day and worth doing. He discusses the word hero and you do things out of the ordinary. You deserve our respect. He asks the Council to do this. The Chair states it is a learning experience and if you can't participate, please come down and watch.

Councilwoman Kleckowski states she did do it and it was a great opportunity and once was enough. I will be there and if you can't participate, go and watch. I learned a lot. She appreciates what they do. Mayor states he is looking forward to doing this.

Jeff Daniels, Local 466, states hopefully we have agenda items 11-7, 11- 8, 11-9, and 10 and asks for their support on those. They went through the Maximus Labor Commission and concerns were made on 11-9; it should have been addressed a while ago. He comments and read some of the articles on the Water and Sewer Investigation report and when you brought in that person to do the investigation and asked that they talk to everyone. It was done and in the paper and only three support people were talked to and not the Union. He states the people on the committee and the gentleman who did the investigation, he was not contacted and he needed to let you know.

Public Hearing Closes

The Chair asks if there are other members of the public who wish to address any agenda items. Seeing none, he closes the public hearing at 7:35 p.m.

The Chair states he would like to address the concern of Mr. McClellan; he states he was going to charge the Community Promotions line and he thought economic development should be charged and on June 11, they will have some Chinese investors in Middletown and will have a trade conference at Wesleyan.

Mayor’s Budget Address

Mayor start a practice on giving his proposed budget address and it is important to communicate the ideas ion the budget. He reads the address to the public.

Agenda Item	9
Description	Appropriation Requests

The Council Clerk reads the appropriation requests and Certificate of the Director of Finance.

Appropriation Request:

MAYOR'S OFFICE
MUNICIPAL BUILDING

NOTICE OF PUBLIC HEARING

Notice is hereby given that a regular meeting of the Common Council of the City of Middletown will be held in the Council Chamber of the Municipal Building on **Monday, April 2, 2012** at 7 o'clock p.m. to consider and act upon the following:

Emergency Management \$10,000, Account No. 1000-25500-52110, General Administrative, General Fund.

Any and all persons interested may appear and be heard.

ATTEST:
DANIEL T. DREW
Mayor

CERTIFICATE OF DIRECTOR OF FINANCE:

To: His Honor Mayor Daniel T. Drew
 and Members of the Common Council
From: Finance
Date: March 30, 2012
RE: Certification of Funds

This is to certify that funds sufficient to meet the appropriations requested at your meeting of April 2, 2012 are available as follows:

General Fund \$10,000

Respectfully submitted,
Carl Erlacher
Director of Finance

Appropriation 7-1

Councilman Santangelo reads and moves for approval the appropriation request for Emergency Management in the amount of \$10,000; Councilman Serra seconds the motion. The Chair asks if there is any discussion; hearing none, he calls for the vote. It is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes.

Emergency Management
(Approved)

\$10,000, Account No. 1000-25500-52110, General Administrative, General Fund.

Agenda Item 8
Description **Department, Committee, Commission Reports and Grant Confirmations and Approvals**

Councilman Serra reads and moves for approval agenda items 9A, 9B, 9C, 9D, 9E, 9F, 9G, 9H, 9I, 9J, 9K, and 9L; Councilman Santangelo seconds the motion. The Chair asks if there is any discussion; seeing none, he calls for the vote. It is unanimous to approve with eleven aye votes. The Chair declares the matters pass unanimously with eleven affirmative votes.

Agenda Item
Description
(Approved)

**9A
Town Clerk Certification**
March 30, 2012

I, Sandra Russo Driska, City and Town Clerk of the City of Middletown, and custodian of the records and seal thereof, hereby certify that all ordinances and appropriations passed and adopted at the regular meeting of the Common Council on March 5, 2012 at 7:00 p.m. and specials meetings on March 5, 2012 at 6:00 p.m., March 8, 2012 at 7:00 p.m. and March 20, 2012 following the 7p.m. meeting have been advertised in the local newspaper.

Attest:
Sandra Russo Driska
City & Town Clerk

Agenda Item
Description
(Approved)

**9B
Monthly Reports
Finance Department – Transfer Report to March 21, 2012
Public Works Report with summary/Bldg Permits for February, 2012**

Agenda Item
Description
(Approved)

9C
Grant Confirmation and Approval – Board of Education
Name of Grant: As Listed Below
Amount \$1,109,921.12
Code: 2450-33000-
Grant Period: From: 7/1/2011 To: 6/30/201
Type of
Amount Loaned from General \$0.00
Department Administering Middletown Board of Education
When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.
Description of services to be provided by this 769 - Middletown Teen Theater \$4,775; 794 - EastConn CT- Coordinating School Health \$1,000; 802 - Title I-Improving Basic Programs \$707,075; 831 - After School Program-Farm Hill (\$6,175); 852 - Universal Service Fund \$130; 855 - United Way-Healthy Youth \$4,500; 700 - Food Services Receipts \$182,968.81; 801 - Cigna Certified & Paras \$170,504.95; 803 - Workers' Compensation \$7,623.58; 804 - Preschool Program Fees \$6,796; 806 - SWAGG-Parent Fees \$135; 807 - Aetna Classified \$957.12; 809 - Maintenance/Rentals \$21,520.25; 823 - Curriculum Receipts \$3; 893 - Fingerprinting Receipts \$250.25; 898 - Student Activities-M.H.S. \$6,000; 901 - Keigwin Parent Fees \$50; 902 - Student Activities-W.W.M.S. \$1,807.16 Total Special Programs Through 2/13/2012 \$9,205,491.69 ADDITIONS \$1,109,921.12 Total Special Programs Through 3/19/2012
Requested by: David H. Larson, Ph.D.

Agenda Item
Description

9D
Grant Confirmation and Approval –
Name of Grant: Parks and Recreation Activity Account
Amount \$70,000.00
Code: 2210-32000-
Grant Period: From: To:
Type of
Amount Loaned from General \$0.00
Department Administering Parks and Recreation Department
When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.
Description of services to be provided by this To pay salaries, supplies for outreach and inclusion programming. To pay for other programs, staff and supplies for the various programs that we offer through the Parks & Recreation Department that are not directly funded by the City. We pay for bus trips and staff from this account. We make purchases of equipment that is needed for some of these
Requested by: Raymond Santostefano

Agenda Item
Description
(Accepted)

9E
Human Relations – 2nd Quarter 2011/2012 Hiring Results

Agenda Item
Description
(Accepted)

9F
Fire Department Memo – Fire Ops Program

Agenda Item
Description
(Approved)

9G
Emergency Purchase – Water and Sewer, East Main St. Pump Station

Agenda Item
Description
(Approved)

9H
Emergency Purchase – Water and Sewer, Washington St. Sewer Backup

Agenda Item
Description
(Approved)

9I
Emergency Purchase – Park and Recreation, McCutcheon Park Sewer Grinder Pumps

Agenda Item
Description
(Approved)

9J
Emergency Purchase – Public Works, Sanitation Vehicle Transmission Repairs

Agenda Item
Description
(Approved)

9K
Grant Confirmation and Approval – Health Department

Name of Grant: CADH Lead Poisoning Prevention & Control Program
Amount \$4,055.00
Code: 3020-31000-
Grant Period: **From:** 7/1/2011 **To:** 6/30/2011
Type of State
Amount Loaned from General \$0.00
Department Administering Health Department
When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.
Description of services to be provided by this lead surveillance system data to the department.
Requested by: Joseph A. Havlicek, MD

Agenda Item
Description
(Approved)

9L
Emergency Purchase – Emergency Management, Thurston Foods during Storm Alfred

Agenda Item
Description
(Approved)

9
Payment of Bills

Councilman Serra moves to pay all City bills that have been properly approved and his motion is seconded by Councilman Santangelo. The Chair asks for discussion; hearing none, he calls for the vote. It is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously.

Agenda Item
Description

11
Resolutions, Ordinances, etc.

Agenda Item

11-1

Councilman Serra reads and moves agenda item 11-1 for approval regarding the appointment of Franca Biales to fill the vacancy created with resignation of William Grady. His motion is seconded by Councilman Faulkner. There is no discussion. The vote is called and it is unanimous to approve with eleven aye votes. The Chair states the mater passes unanimously with eleven affirmative votes.

Resolution No.
File Name
Description
(Approved)

79-12
ccbialesforboe2012
Approving the appointment of Franca Biales to the Middletown Board of Education to November 12, 2013.

WHEREAS, William G. Grady a duly elected member of the board of Education, notified the City and Town Clerk on March 9, 2012 that he was resigning from the Board of Education immediately; and

WHEREAS, the Common Council fills any such vacancy in accordance with the City Charter, Chapter II, Section 8, Vacancy in Office, subparagraph D; and

WHEREAS, this vacancy is to be filled by a person with the same political affiliation as the predecessor, and a declaration of vacancy has been declared.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That Franca Biales be appointed to the Board of Education of the City of Middletown to fill the unexpired term of William G. Grady to November 12, 2013.

Agenda Item

11-2

Councilman Berch reads and moves for approval the Park and Recreation Department CNR changes; his motion is seconded by Councilman Faulkner.

Motion to Refer

Councilman Serra states he believes there are concerns from Council Members Berch and Pessina that this did not go through the Park and Recreation Commission and makes a motion to refer this back to committee; Councilman Santangelo seconds that motion.

Councilman Pessina is recognized by the Chair and states the way it was relayed to us, they need the edger because they are opening the baseball fields and it was between our meetings and it is our intention at the Park and Recreation Commission meeting that we will approve this item and the necessity is they are opening the ball fields and need the edger. He asks for a conditional approval. He states put in that it takes place on approval of the Park and Recreation Commission at their meeting on April 5. The Chair asks if this is an

amendment; Councilman Serra states yes, he will second this. The Chair, hearing no further discussion, calls the vote on the amendment. It passes unanimously with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes.

The Chair asks Councilman Berch if he wants to comment on the underlying resolution. Councilman Berch responds no. The Chair calls for the vote. It is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes.

Resolution No.
File Name
Description

80-11
ccEdgerandSnowmachine
Approving creating a new Park and Recreation CNR line item entitled Edge-R-Rite II Bed Edger in the amount of \$1,575 to purchase the edger and approving a transfer of \$1,575 from line item 2070-32000-79496-0320-00000-2012 Top Dresser into the new line item; approving the transfers of \$68.90 from CNR line item 2070-32000-79496-0320-00000-2012 Top Dresser and \$302.30 from CNR line item 2070-32000-79495-0320-00000-2012, Grounds Master Mower into CNR line item 2070-32000-79593-0321-00000-2012, Snow Making Machine with said approval contingent on approval of the Park and Recreation Commission at their April 5 meeting.

(Amended and Approved)

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That a new line item in the amount of \$1,575 be created in the Park and Recreation Department CNR entitled Edge-R-Rite II Bed Edger to purchase an Edger with right angle blade and approving a transfer from CNR line item 2070-32000-79496-0320-00000-2012-000, Top Dresser EH2 Wireless w/Swivel Kit in the amount of \$1,575 into the new Edge-R-Rite II Bed Edger line item; and

BE IT FURTHER RESOLVED: That the balance remaining of \$68.90 in CNR line item 2070-32000-79496-0320-00000-2012-000, Top Dresser EH2 Wireless w/Swivel Kit and the \$302.30 in CNR line item 2070-32000-79495-0320-00000-2012, Grounds Master Mower be transferred to CNR line item 2070-32000-79593-0321-00000-2012-000, Snow Making Machine; and

BE IT FURTHER RESOLVED: Said approval will take effect upon approval by the Park and Recreation Commission at their April 5, 2012 meeting.

Financial Impact: There is no financial impact as the money is already in the Parks and Recreation budget but will be re-allocated for these purchases. This will result in a consolidation of the CNR lines with all balances in two remaining lines for an Edger and a Snow Making Machine.

Agenda item 11-3

Councilman Santangelo reads and moves agenda item 11-3 for approval; his motion is seconded by Councilwoman Kasper.

Point of Information

Councilman Serra is recognized by the Chair and states that this was acted on by Public Safety Commission.

The Chair, hearing no further discussion, calls for the vote. It is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes.

Resolution No.
File Name
Description

81-12
pdSWATCommResolution CNR trans
Approving creating a new Police Department CNR line item entitled SWAT Communication Devices in the amount of \$15,710 and approving a transfer from line item 2070-18000-79582-0000-00000-2012 in the amount of \$15,710 into the new line item.

(Approved)

WHEREAS, the Police Department has made an emergency purchase of SWAT communication devices/radios totaling \$15,710.00 from Atlantic Signal, LLC; and

WHEREAS, there are funds to cover this purchase in our current FY 12 CNR budget under the Police Vehicle Replacement line 2070-18000-79582-0000-00000-2012-000; and

WHEREAS, these funds need to be transferred to a new CNR line created for this purchase;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That a new line item be created in the Police Department’s 2012 CNR entitled SWAT Communication Devices in the sum of \$15,710.00; and

BE IT FURTHER RESOLVED: That a transfer in the amount of \$15,710.00 from line #2070-18000-79582-0000-00000-2012-000 Police Vehicle Replacement into the New Line Item be approved.

Fiscal Impact: There are funds available in our current CNR for this transfer therefore this transaction does not require any appropriation or have any impact on future budgets.

Agenda Item 11-4

Councilman Santangelo reads and moves agenda item 11-4 for approval; his motion is seconded by Councilman Serra.

Councilman Bibisi left his seat at 7:51 p.m.

Noted for the Record

Motion to Amend

Councilman Klattenberg states at the Finance and Government Operations meeting, they made a minor amendment to add words after the State, to add Department of Economic Development for a C.G.G. Sec. 4-66c Urban Action Bond; they did that because there was not clarity for this request and someone could leap to a conclusion it is tax payer money. Councilman Serra seconds the motion. Councilman Klattenberg states it is a friendly amendment.

The Chair asks if there is any discussion on the amendment; hearing none, he calls for the vote. It is unanimous to approve with ten aye votes. The Chair states the amendment passes unanimously. The Chair calls for discussion on the underlying resolution; hearing none, he calls for the vote. It is unanimous to approve with ten aye votes. The Chair states the mater passes unanimously with ten affirmative votes.

Resolution No.
File Name
Description

**82-12
wsurbanbondassistancefromstateforsewagepumpingstation
Authorizing the Water and Sewer Department to make an application to the State Department of Economic and Community Development for a C.G.S. Sec 4-66c Urban Action Bond, in the amount of \$2,500,000 for the Middletown Sewage Pumping Station and Force Main, Connecticut River Interceptor Sewer Project and authorizing the Mayor, Daniel T. Drew to execute and file such application; the City has adopted a policy supporting the nondiscrimination agreements and warrants provided in subsection (a)(1) of the CT General Statutes as amended.**

(Amended and Approved)

WHEREAS, pursuant to C.G.S. Sec. 4-66c. Urban Action Bonds, the Connecticut Department of Economic Development is authorized to extend financial assistance for economic development projects; and

WHEREAS, it is desirable and in the public interest that the City of Middletown make an application to the State Department of Economic Development for a C.G.S. Sec. 4-66c Urban Action Bond for \$2,500,000.00 in order to undertake the Middletown Sewage Pumping Station and Force Main, Connecticut River Interceptor Sewer Project and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by C. G. S. Sec. 4-66c. Urban Action Bonds;
2. That the filing of an application for State financial assistance to the State Department of Economic Development for a C.G.S. Sec. 4-66c Urban Action Bond by City of Middletown in an amount not to exceed \$2,500,000.00 is hereby approved and that Daniel T. Drew, Mayor is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the City of Middletown;
3. That it adopts or has adopted as its policy to support the following nondiscrimination agreements and warranties provided in subsection (a)(1) of Connecticut General Statutes sections 4a-60 and 4a-60a, respectively, as amended by Public Acts 07-142 and 07-245, and for which purposes the "contractor" is the City of Middletown and "contract" is said Assistance Agreement:

The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious, creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved.

The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.

Agenda Item 11-5

Councilwoman Kasper reads and moves agenda item 11-5 for approval, regarding nonbargaining members who have followed the Local #466 contract.

Noted for the Record

Councilman Bibisi takes his seat in the chamber at 7:53 p.m.

Point of Information

Councilman Pessina seconds the motion.
Councilman Serra states the Administrative Assistant in this resolution is not the Chief of Staff. Councilman Faulkner states this puts these positions to automatically follow the contract; he won't support that. He hopes they will continue to break the initiative to have it on automatic pilot. Councilwoman Kasper reminds the Council on June 30, these employees will have no benefits and that is not what the Council intended. The Chair asks if this is a temporary

document until a document is completed. Councilman Serra states this is a stop gap and it is the same movement to have a separate document and it takes time to construct the document but there is one addition, they do have due process, the just cause and it is added to this. Councilwoman Kasper states the benefits would expire if no action is taken.

Councilman Faulkner states he appreciates it and will support it on that basis and it means that we need to get on the stick for this. The Chair calls for the vote. It is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes.

Resolution No.
File Name
Description

83-12
penonbargainingbenefitsaddedtopersonnelrulesfor466exempt
Approving the amendment of the Personnel Rules to provide for benefits and salary for certain nonbargaining position employees, Administrative Secretary and Administrative Assistant to the Mayor, Administrative Secretary to the Business Manager, Administrative Secretary to the City Attorney, Personnel Assistant and Personnel Aide to piggyback to the Local #466 agreement as amended from time to time and follow the sections in the Personnel Rules entitled Separation of Service, Loss of Benefits and Discipline.

(Approved)

Whereas, the defined, non-bargaining position employees including Administrative Secretary to the Mayor, Administrative Assistant to the Mayor, Administrative Secretary to the Business Manager, Administrative Secretary to the City Attorney, Personnel Assistant and Personnel Aide have in the past piggybacked to the Local #466 union contract for their salary and benefits; and

Whereas, each year these non-bargaining employees have their salaries and benefits approved on a yearly basis, as approved by the Common Council; and

Whereas, it is the desire of the Common Council to discontinue the practice of piggybacking on any Middletown collective bargaining agreement for non-bargaining employee salaries, benefits, or terms and conditions of employment.

Now, Therefore, Be It Resolved By The Common Council of the City of Middletown: That it hereby approves the amendment to the Personnel Rules to include document for Defined, Non-Bargaining Positions whereby these individuals will receive all benefits as set forth in the Collective Bargaining Agreement between the City of Middletown and Local 466 AFSCME Council #4, AFL-CIO as may be amended from time to time and shall follow the sections entitled Separation of Service, Loss of Benefits, and Discipline as set forth in the attached document.

Fiscal Impact: There is no fiscal impact; the cost of benefits and salaries are in the budget.

CITY OF MIDDLETOWN
PERSONNEL RULES
FOR DEFINED, NON-BARGAINING POSITIONS

The policies set forth are for all defined, non-bargaining position employees including employees defined by the following positions:

Administrative Secretary to the Mayor; Administrative Assistant to the Mayor; Administrative Secretary to the Business Manager; Administrative Secretary to the City Attorney; Personnel Assistant and Personnel Aide

In addition to any benefits provided herein and by City Ordinance or Charter, or specifically excluded, the above employees, hired into these positions prior or after the adoption of this policy shall enjoy the following benefits.

All benefits as set forth in the Collective Bargaining Agreement between the City of Middletown and Local 466, AFSCME Council #4, AFL-CIO as may be amended from time to time. The following exception shall be incorporated in this section of the Personnel Rules:

Separation of Service

Employees covered under this policy are not considered "at will" employees. Separation of service must meet standards as set forth under "Just Cause." For definition purposes, Just Cause shall mean the following:

- 1. Is there substantial evidence that the employee committed the offense charged?
- 2. Did the employer give the employee forewarning that this conduct was unacceptable and could lead to discipline?

OR

- 3. Is the offense so serious that any employee may properly be expected to know that such conduct is improper and punishable?
- 4. If the employee has been disciplined for breaking a rule, is that rule reasonably related to orderly, efficient and safe operation of the employer's organization?
- 5. Has the employer applied the rules, orders and penalties evenhandedly and without discrimination to all employees?
- 6. Was the degree of discipline administered appropriate considering (a) the seriousness of the offense, (b) any extenuating circumstances and (c) the employee's work record and seniority?

Separation of service of any defined, non-bargaining position employee will be for cause, but in no case may anyone be removed for political reasons. In the event of dismissal of any director, the Mayor shall notify said director in writing of such action and the reasons therefore not more than one month prior to the effective date of such dismissal.

Any employee separated for "Just Cause" is entitled to appeal their separation through the American Arbitration Association (AAA) or Superior court. The cost for Arbitration shall be equally shared between the City and the employee. In the event the employee is successful in defending a separation action, the City shall reimburse the employee for any out of pocket costs assumed including but not limited to legal fees. The Police Chief, pursuant to Connecticut General Statute 7-278 shall not be terminated without cause as defined by the Statute.

In the event that the employee agrees to proceed in such manner, an employee separated for "Just Cause" may request a hearing before the Common Council on the separation. The exercise of this option shall not bar the employee's right to further appeal the matter to AAA or Superior Court.

Intent to resign. – Defined, non-bargaining positions are to give at least 3 weeks’ notice and if less notice is given, the defined, non-bargaining position personnel will lose of 25% of unused sick time.

Loss of Benefits

Termination cases for removal due to Just Cause must be submitted to the American Arbitration Association:

- A. Where the employee has been terminated but has vested in the City's pension system, pursuant to the regulations set forth under Pension benefits of this policy but now faces forfeiture of the pension as the result of his/her termination from employment.
- B. Where the employee is eligible for health insurance benefits upon retirement as outlined within this policy, the Arbitrator, in these specific instances, will have the authority pursuant to the terms to decide not only if there was just cause for the termination but if the just cause was sufficient to deprive the employee of the pension or health benefits for which the employee was eligible. The cost of arbitration shall be paid for by the City.

Discipline

The City expects that all employees are expected to comply with their standards of behavior and performance and that in circumstances involving employee’s noncompliance, remedial action by way of discipline will be the result. The City shall have the right to exercise progressive disciplinary procedures for just cause. Such progressive disciplinary procedures shall be fairly applied. The City specifically reserves the right to issue more severe discipline, up to and including immediate termination, when in its view such action is warranted. The type of misconduct which might result in more severe discipline shall include but not be limited to theft, embezzlement, etc. Further, it is also the policy of the City of Middletown that employees be subjected to progressive discipline and that those employees who are disciplined be afforded the opportunity to rebut any charges given rise to such discipline. Supervisory guidelines for the conduct of disciplinary procedures and guidelines to employee behavior may be found in the City of Middletown Personnel Rules.

Agenda Item 11-6

Councilwoman Kasper reads and moves for approval agenda item 11-6 dealing with the Mayor’s chief of staff, and there is one section she would like to amend; that is Section 1. Compensation and at no time shall the employee salary be lower than a subordinate and she would like to remove that. Councilman Klattenberg seconds the motion.

Councilman Serra states if you look at the resolution, the second line. The Chair states it is discussion on the amendment. Hearing no further comments, the Chair calls the vote. It is unanimous to approve the amendment with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes.

Councilman Serra points out it says salaries, but in the resolution it is other than salaries, it says the Council will set the salary through the budget process and we should make sure it is not salary, but for the rest.

Councilman Faulkner states what is the status of this one; is it the same issue. Councilwoman Kasper states this position is not defined anywhere in the rules and ordinances so it is the first. It has been piggybacked on the Teamsters and it is the same logic as the directors. Councilman Faulkner asks if it is a temporary stop gap. Councilman Serra states it is different; it is a political appointment and it has to be done on its own and by itself. The Chair states it is treated different than other positions in the Charter. Councilman Serra states we have to do this position separately. Councilman Faulkner states it won’t be addressed every year. Councilwoman Kasper responds the wages will be.

Motion to Amend

Councilman Klattenberg asks for clarification and based on comment made would it be more appropriate to remove the resolution wording for salaries because it is fixed during the budgeting process and that this resolution deals with benefits and is it your recommendation to remove salaries. He makes a motion, a friendly amendment to remove salaries. Councilman Serra replies in the resolution it states the Council will set the salary through the budget process. Councilman Klattenberg states it is in the paragraph Now, Therefore and he is amending it to remove salary. Councilman Serra seconds the motion. The Chair calls for the vote on the amendment and it passes unanimously with eleven aye votes. The Chair states the amendment passes unanimously.

The Chair calls for the vote on the underlying resolution as amended. It is eleven aye votes to approve the resolution. The Chair states the matter passes unanimously with eleven affirmative votes.

**Resolution No.
File Name
Description**

**84-12
penonbargainingbenefitsmayorsadministrativeaide
Approving the amendment of the Personnel rules that the defined non-bargaining position of Administrative Aide to the Mayor (Chief of Staff) will follow the terms for salaries, benefits or terms and conditions of employment as stated in the Personnel Rules for non-bargaining positions.**

(Amended and Approved)

Whereas, the defined, non-bargaining position Administrative Assistant to the Mayor (Chief of Staff) has in the past piggybacked to a union contract for their salary and benefits; and

Whereas, each year this position has its salary approved through the budget process and benefits other than salary on a yearly basis, as approved by the Common Council; and

Whereas, it is the desire of the Common Council to discontinue the practice of piggybacking on any Middletown collective bargaining agreement for non-bargaining employee salaries, benefits, or terms and conditions of employment.

Now, Therefore, Be It Resolved By The Common Council of the City of Middletown: That it hereby approves that this position shall fall under the Personnel Rules for Non-bargaining Positions for all benefits.

Fiscal Impact: There is no fiscal impact; the cost of benefits and salaries are in the budget.

CITY OF MIDDLETOWN

PERSONNEL RULES
FOR DEFINED, NON-BARGAINING POSITIONS

The policies set forth are for all defined, non-bargaining position employees including executive employees defined by the following positions:

Executive: Administrative Aide to the Mayor (Chief of Staff)

The position of Administrative Aide to the Mayor (Chief of Staff) is an appointed and at will position that serves at the pleasure of the elected Mayor

In addition to any benefits provided herein and by City Ordinance or Charter, or specifically excluded, the above employee, hired into this position prior or after the adoption of this policy shall enjoy the following benefits.

1. Compensation

Commencing on the 1st of July after adoption of these rules, and for each July after, the employee covered within these rules shall receive annually CPI (Consumer Price Index), as released in December of the last year. Such increase shall never be lower than 0% nor higher than 5% unless negotiation in other Union contracts. Should that occur, a compensation review shall be conducted and acted upon within thirty (30) days by the Personnel Review Commission for submission to the Common Council. Should severe economic conditions warrant or changes in negotiated contracts, the Common Council may vote as outlined in Section 23 to revisit the language of this section. Changes would then be reviewed by the Personnel Review commission and any changes in compensation as outlined in this section shall be in accordance with Section 23 of this document. Salary shall be determined annually by the Common Council.

2. Work Week

The workweek is a minimum of 40 hours; however, executive employees are expected to work in excess of 40 hours as necessary to fulfill and maintain the workload of the department. This may include working evenings and/or weekends to attend meetings, hearings, budget workshops, etc., or as deemed necessary by the Mayor.

3. Compensatory Time

Employees are considered exempt (salaried) professional employees under the Fair Labor Standards Act. Accordingly, this position is ineligible to earn any compensatory time or overtime. The employee will need to account for the use of sick days and vacation days.

4. Flex Time

The employee may be entitled to flex time as authorized by the Mayor.

5. Sick Days

It is acknowledged that from time to time, sickness, family emergency, or medical treatment will cause the employee to miss time from work. When such a situation exists, the employee shall promptly notify the Office of the Mayor of such absence and subsequently, communicate the absence to the Personnel Department for attendance tracking purposes. Any employee covered under this policy shall accrue sick time at the rate of 1-1/4 working days for each complete calendar month of service until the end of the fiscal year and each fiscal year thereafter. An Employee who has accrued sick time with the City shall be cashed out at retirement at 50% of accrued time with a maximum of 1200 hours or 150 days.

6. Sick Time Review

On an annual basis, the Mayor, may review the absences taken by the employee as provided by the Finance Department's payroll records and in the event of abuse, the Mayor shall take the necessary administrative action, up to and including termination. Any noted abuse which occurs during the fiscal year should be communicated to the employee with the expectation that doctor's certifications may be required should abuse or patterns of abuse develop.

A. For an employee who is grandfathered on the accrual system they shall have the option to be paid annually for thirty percent (30%) of the sick leave earned but not taken in the previous fiscal year. Said thirty percent (30%) of sick leave for which an employee receives compensation under this subsection will be removed from the employee's sick leave account. If the employee wishes to keep all of his/her accumulated sick leave from the previous fiscal year and not received the monetary option, the full one hundred percent (100%) of unused sick leave shall be added to the leave account.

B. Absences longer than three (3) days shall require doctor's certification. Absences longer than one (1) week require action in accordance with the Family Medical Leave Act. All absences must be reported to the Mayor prior to the workday.

7. Retirement

The defined, non-bargaining position shall be entitled to the pension benefits that are provided in the Pension Ordinance of the City of Middletown in place on January 1, 1983 as amended.

A. The Employees shall be entitled to the pension benefits that are provided in the Pension Ordinance of the City of Middletown in place on January 1, 1983, as amended.

B. In addition to the pension benefits outlined in the Pension Ordinance of the City of Middletown, it is agreed that the minimum number of years required for vesting shall be 10 years. The employee shall receive a vested benefit based on the minimum of ten (10) years but less than 20 years of service shall be eligible to collect such benefits at age 65. No employee who vests with less than 20 years of service, with the exception of an employee who is age 65 and have at least 15 years of service shall receive insurance benefits upon receiving a pension benefit based upon vested rights.

C. Notwithstanding the Middletown Pension Ordinance, the basis for computation of pension benefits shall be the 3 consecutive highest years of service.

D. The employee who will receive health benefits in accordance with Section 16 H shall receive a pension based upon two and one-quarter percent (2-1/4%) per year of service to a maximum of seventy percent (70%) and shall be eligible for retirement after twenty-two (22) years of credited service.

- E. The employee who will receive health benefits in accordance with Section 16 I shall receive a pension based upon two and one-half percent (2-1/2%) per year of service to a maximum of eighty percent (80%) and shall be eligible for retirement after twenty (20) years of credited service.
- F. Payment of the pension contribution in the amount of 6 percent (6%) per week shall be in accordance with a pre-tax payment plan and the pension shall be calculated on total salary including deferred payments, if any.
- G. When the employee covered by this Section, who is currently employed upon ratification of this document, is credited with the maximum number of City service years but continues as an active employee, the six percent (6%) weekly pension contribution will cease. For those employees hired after the adoption of this document this Section shall not apply.
- H. For the employee who completes twenty (20) or more years of continuous City service, but before becoming eligible for retirement benefit under the provisions of these rules separates from City service, that employee shall be entitled to a deferred retirement benefit to commence on the earliest date that the employee would have been eligible to retire had the employee been retained in the service of the City. The calculation of this deferred retirement benefit shall be in accordance with the provisions of these rules. No year of the employee's service shall be included in the calculation of the employee's pension benefit unless that employee has worked at least nine (9) months in that last year of service.
- I. The Employee who served in the military or worked for the City in temporary emergency employment positions may purchase credit service for pension purposes for that time provided they pay one hundred percent (100%) of the cost as determined by the City's actuaries.
- J. The City agrees to participate in the IRS program section 414 h(2) to provide tax savings on employee retirement contributions
- K. Irrespective of any other provision of the Middletown Pension Ordinance, State or Federal Law and for the purposes of this Section, child or children shall be defined as the employee's dependent under the age of twenty-three (23).
8. **Vacation**
A minimum of three weeks of vacation shall be granted upon initial date of appointment. An additional ten days of vacation shall be granted after five years of service. One additional day will be granted after 21 years of service for each year over 21 years. The employees hired prior to the execution of this policy who accrue more time than stipulated above shall be grandfathered on their current accrual schedule. Annually each July 1st, the employee shall receive the full vacation time due to them based upon years of service. No more than eight weeks shall be allowed to accumulate. If the employee has over eight weeks of accumulated vacation by March 1st of each fiscal year they must, in writing, notify the Director of Finance of their wish to cash out the overage amounts. Failure to notify the Director of Finance by March 1st, shall result in the loss of accrued time. In the event of the death of an employee, said employee's estate shall receive any vacation pay due in a check made payable to the estate. Said payment shall be in a lump sum separate from all other payments.
9. **Indemnification**
The employee covered under this policy shall be immune from civil liability in any action brought against such individual by the City for any act or omission which may constitute ordinary negligence on the part of such officer or employee while acting in the discharge of his/her duties or within the scope of his/her employment. The immunity provided in this section shall not apply to acts or omissions constituting gross negligence and/or willful or wanton misconduct.
10. **Performance Evaluations**
Annually, at the request of the Mayor and on a form prescribed by the Mayor, the employee shall provide to the Mayor a self performance evaluation. These evaluations shall be used to enhance performance and goal expectations of the executive level branch of City government. These evaluations may not be used for disciplinary purposes.
11. **Health Insurance**
A. Effective July 1, 2011, the premium cost for participating shall be 15 percent. The premium cost shall escalate one percent annually. The employee shall pay for premium coverage starting at 15 percent during active service. The employee, if hired, prior to the approval of this policy, the premium shall increase 1% each year for a maximum cap of 25%. The above premium percentage may be increased or decreased as determined by the Common Council. The Personnel Review Committee can at its January meeting, due to economic conditions, review the premium percentage and co-payments to be paid by the employee covered by these rules.
- B. The City of Middletown shall provide for the employee the health benefits plan as summarized in Appendix A attached hereto. The employee shall select, at the time of hire and/or during the City's annual open enrollment period, either one (1) of the two (2) benefit plan referenced hereinbelow for him/herself and his/her eligible dependents:
- C. The Open Access Plus (OAP) Plan with coverage for in-network and out-of-network services, including but not limited to office visits, hospital, pre-natal and post-natal care, well-child care, emergency care, and mental health and substance abuse. This plan also includes a prescription drug benefit.
- In-network benefits: To access care the employee and his/her eligible dependents must utilize a provider that participates in the insurance carrier's physician network. Most services under the OAP plan are covered at one hundred percent (100%) subject to minimal co-pay. Lifetime maximum benefit per individual is unlimited.
- Out-of-network benefits: The benefits shall require a calendar year deductible of four hundred dollars (\$400.00) per individual and a deductible of eight hundred dollars (\$800.00) per family. After the deductible, the plan will pay eighty percent (80%) of covered expenses up to a total out-of-pocket calendar year maximum per individual of one thousand eight hundred dollars (\$1,800.00) and per family of three thousand dollars (\$3,000.00) including deductibles. Upon reaching the calendar year maximum the plan will pay one hundred percent (100%) of covered expenses for the remainder of the calendar year. The calendar year maximum includes all covered expenses, except charges in excess of reasonable and customary.
- Prescription Drug Benefit: The prescription drug benefit will require a co-pay for a thirty (30) day supply of fifteen dollars (\$15.00) for a brand name prescription; ten dollar (\$10.00) co-pay for a generic prescription; and ten dollar (\$10.00) co-pay for a ninety (90) day supply through the mail order prescription program.
- D. The Point-of-Service (POS) plan with coverage for in-network and out-of-network services including but not limited to office visits, hospital, pre-natal and post-natal care, well-child care, emergency care, and mental health and substance abuse. This plan also includes a prescription drug benefit.
- In-network Benefits: To access care the employee and his/her eligible dependents must utilize a provider that participates in the insurance carrier's physician network. Most services under the POS plan are covered at one hundred percent (100%) subject to minimal co-pay. Lifetime maximum medical benefit per covered individual is unlimited. The plan requires the employee and his/her eligible dependents to designate a primary care physician (PCP). All medical services must be provided or authorized by the primary care physician. The primary care physician will oversee the patient's care and provide referral for specialty care.
- Out-of-network Benefits: The deductible and co-insurance amounts that comprise the out-of-network option of this plan are considered extremely high level. For example, the calendar year out-of-network deductibles that would apply include \$3,000.00 per individual and \$9,000.00 per family. See Appendix for further information regarding the specific out-of-network deductible and co-insurance amounts.
- Prescription Drug Benefit: The prescription drug benefit will require a co-pay for a thirty (30) day supply ten dollars

(\$10.00) for a brand name prescription; a five dollar (\$5.00) co-pay for a generic prescription; and a five dollar (\$5.00) co-pay for a ninety (90) day supply through the mail order prescription program.

- E. Appendix A, attached hereto, is a summary of the individual benefit options available to the employee. Summary Plan Description (SPD), available from the City's Risk Manager shall prevail in the event of a benefit dispute
- F. The City may elect to change insurance carrier(s)/administrator(s) for any of the benefits specified in this Section, provided that the coverage is at least equivalent to, or better than, the coverage in effect immediately prior to the change. It is understood that the term "equivalent" does not mean identical, but rather comparable in terms of plan design and benefit level. The City agrees to give the employees reasonable notice prior to any change in carrier(s)/administrator(s).
- G. The City shall implement a Section 125 pre-tax wage deduction plan, in accordance with applicable provisions of Section 125 of the Internal Revenue Code and in accordance with any amendments to said provisions, so long as said provisions allow for such a plan. Said plan will include a medical spending account which may be utilized by bargaining unit employees in connection with their deductible and co-payment amounts listed in Section and also will be designed to permit exclusion from taxable income of the employees' share of health insurance premiums under the appropriate Section for those employees who complete and sign the appropriate wage deduction form. The City shall incur no obligation to engage in any form of impact bargaining in the event that a change in law reduces or eliminates the tax-exempt status of the employee insurance premium contributions. No employee covered by these rules shall make any claim or demand nor maintain any action against the City or any of its members or agents for taxes, penalties, interest or other costs or loss arising from the use of the wage deduction form or from a change in law that may reduce or eliminate the employee tax benefits to be derived from this plan.

H. **OPTION A**

For a current active employee who was hired prior to July 1, 2006 may select Option A. Under Option A upon retirement, the employee shall be provided the same health insurance coverage as active employees, subject to the same limitations and payments as active employees, shall be provided said coverage as the said coverage sharing obligation may be amended from time to time. The premium cost sharing obligation for the retiree will be the same percentage as applied to active employees under Section 16 A as may be amended from time to time. The employee who select the option as detailed under Section 16 A will have a 25% maximum premium cost share. All pensioners, age sixty-five (65) and older who are eligible for Medicare Parts A & B shall receive the same the same coverage as active employees, as said coverage, limitations and payments may be amended from time to time. The City's plan shall be supplemental to Medicare. The employee must have at least fifteen (15) years of City service to be eligible for health insurance benefits upon retirement. The employee that selections this option shall be entitled to pension benefits as defined under Section 7 D of these rules.

I. **OPTION B**

For a current active employee who was hired prior to July 1, 2006 may select Option B. Under Option B and upon retirement, be provided the same health insurance coverage as active employees, subject to the same limitations and payments as active employees, shall be provided said coverage as the said coverage, limitations and payments may be amended from time to time. All pensioners, age sixty-five (65) and older who are eligible for Medicare Parts A & B shall receive the same coverage as active employees, as said coverage, limitations and payments may be amended from time to time. The City's plan shall be supplemental to Medicare. The employee must have at least fifteen (15) years of City service to be eligible for health insurance benefits upon retirement. The premium cost-sharing obligation for the retiree shall be based upon age on date of retirement.

Less than Age 45	80% of cost of healthcare premium
Ages 46 to 54	60% of cost of healthcare premium
Ages 55 to 58	40% of cost of healthcare premium
Age 59 and on	Retiree pays same as actives with a cap of 25% applied for life

The employee that selects this option shall be entitled to pension benefits as defined under Section 7 E of these rules.

- J. A new employee may voluntarily elect upon hire or promotion, to receive health insurance/pension benefits (Option A or B) according to the above stated cost share schedule.
- K. In the event, that the employee is later diagnosed with a legitimate life threatening or debilitating illness, which is medically verified, causing that employee to immediately retire, that employee can elect to revert back to the health insurance coverage afforded retirees under Section 16 H.
- L. Upon the death of the pensioner, the spouse may pick up the above health insurance coverage for life so long as he/she does not remarry subject to all the same terms, payments and conditions applicable to active employees, as said terms, payments and conditions may be amended from time to time.
- M. Any active or retired employee may elect to waive their right to insurance (e.g. medical, dental or life) coverage at any time during the year, however, any enrollment or reenrollment into the health plan, including life insurance, can only be done during the City's annual open enrollment period, generally held in June of each year with coverage effective on July 1st of that year. In the event that reenrollment is necessary due to the employee's loss of coverage that would be considered a qualifying event in accordance with the federal COBRA law, then the City shall allow the member to enroll or reenroll for coverage within the thirty (30) days of the qualifying event
- N. Life Insurance for the employee shall be basic term life coverage of twice his/her annual rate of basic earnings rounded to the nearest thousand dollars and will be for life. The City will provide life insurance of five thousand dollars (\$5,000.00) on the employee's spouse and up to two thousand dollars (\$2,000.00) on each eligible dependent while the employee is still actively employed by the City. The employee's contribution shall be six dollars (\$6.00) per month.
- O. Supplemental life insurance coverage of up to twenty thousand dollars (\$20,000.00) shall be made available to the employee at his/her own expense. This benefit shall not be available to any employee hired by the City after July 1, 2001.

12. **Training, Education, Dues and Conferences**

- A. The employee shall have funds for training, education, dues and conferences as determined by the Common Council.
- B. College Incentive Program. The employee covered under this policy shall be eligible to receive \$800 per semester upon receiving a grade of "B" or better for tuition, books and fees associated with the completion of courses necessary to complete or achieve a degree in a field relevant to their position within the City. Relevance of course work shall be approved in advance by the Mayor. Evidence of successful completion is required and must be supplied to the Mayor within one (1) month after receipt of grades.

13. **Longevity**

- A. \$400. longevity payment after 6 years of service
- B. \$500. longevity payment after 14 years of service
- C. \$600. longevity payment after 18 years of service
- D. \$800. longevity payment after 22 years of service

14. **Holidays**

- A. The following are paid holidays:
 - i. New Year's Day
 - ii. Dr. Martin Luther King Jr.'s Birthday

- iii.
iv.
v.
vi
vii.
viii.
ix.
x.
xi.
xii.
xiii.

President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day.
Veterans' Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Day
Any other holiday so decided as a holiday by the Mayor
- B.

To receive holiday pay, the employee must be at work or on authorized absence on the work days immediately preceding and immediately following the day in which the holiday is observed.
- C.

A holiday that occurs on a Saturday will be observed on the preceding Friday; a holiday that falls on Sunday will be observed on the following Monday.
15.

Personal Leave

A.

The employee shall receive 4 days Personal Leave annually, each July 1st. Any personal leave day unused prior to the end of the fiscal year shall be forfeited.
16.

Additional Benefits

A.

The employee covered by this policy shall enjoy the benefits set forth in the Personnel Rules, Charter and Ordinances of the City of Middletown as they may be amended from time to time. Benefits as defined by Teamsters, Local 671 shall apply when not specifically addressed by these rules.

B.

In the event that this policy is silent on an issue for the employee, the issue shall be addressed immediately by the Personnel Review Committee who will recommend action for approval by the Common Council.
17.

Modification of Policy

The policies stated are for a defined, non-bargaining position employee and part of the Personnel Rules of the City. The Rules may be amended at the request of the Mayor and/or Common Council and any such amendments become effective upon a super majority vote of nine (9) members of the Common Council.

When amendments occur, the defined, non-bargaining position employee shall be notified upon approval.
18.

Severability Clause

In the event that any of the provisions of this policy shall be held to be invalid, the remaining provisions shall be unaffected and shall continue in full force and effect.

Agenda Item

11-7

Councilwoman Kasper reads and moves agenda item 11-7 for approval and her motion is seconded by Councilman Pessina. Councilman Serra asks if the maker of the motion can make us aware of the support of the Board for these positions. Councilwoman Kasper states she did speak with the Personnel Director and asked her to have the acting Superintendent look over the job descriptions and let us know if he was in agreement and he is in agreement with all the changes on the agenda.

Councilwoman Salafia states she is confused on the wording of this; the job description says cafeteria and the resolution is Accounts Clerk III. Councilwoman Kasper states the job description is an Accounts Clerk III and the resolution is a III; it is for the Cafeteria. The Chair calls for the vote. It is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes.

Resolution No.
File Name
Description

(Approved)

85-12
pe4212accountsclerkIIIIcafeteria(2)
Approving amending the job description of the Local #466 Accounts Clerk III, Board of Education, Cafeteria, with no change in salary.

Be it resolved by the Common Council of the City of Middletown: That the job description for Accounts Clerk III Local #466 be modified with no change in salary

Fiscal Impact: There is no fiscal impact on the budget.

Title: Accounts Clerk III
Department: Board of Education – Transportation/Cafeteria
Date: March 2012 Grade 7B

Purpose of Position
The purpose of this position is to perform a variety of accounting/secretarial functions in support of department operations. The work is performed under the direction of the ~~Associate Superintendent of Schools, the Manager of Transportation Services and the Business Manager~~ and Food & Nutrition Manager.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Reviews purchase orders, invoices and related information for proper account coding, accuracy, vendor designation, correct prices, authorized signatures and other pertinent data; reviews and pays invoices.
- Reconciles and balances accounts, funds and statements.
- Prepares a variety of financial statistical and narrative reports; prepares summaries.
- Posts journal entries; verifies postings; reconciles errors and re-enters information as needed.
- Maintains logs, files spreadsheets and databases.
- Responds to inquires from other departments, employees, vendors and the public.
- Performs data entry; enters data to accounting or other computer system; may enter payroll information.
- Performs payroll and/or accounts payable/receivable functions.
- Schedules and attends meetings. Prepares agendas/minutes.
- Performs secretarial duties for Transportation/Food & Nutrition Manager.
- Maintains and utilizes bus transportation computer programs. Generates reports.
- Conducts meetings with Cafeteria Managers – instructs and reviews financial records with same.
- May assign temporary workers as needed.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational/technical training in Accounting or a related field with three years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions
Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as a variety of reports, budgets, requests, deposits, manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Superintendent and Associate Superintendent of Schools, Food & Nutrition Manager, Transportation Manager, all department personnel, State Department of Education, City Finance Department, service vendors, the Police Department and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Agenda Item 11-8

Councilwoman Kasper reads and moves agenda item 11-8 for approval;
Councilman Pessina seconds the motion.

Noted for the Record

Councilman Serra leaves the chamber at 8:04 p.m.

She states this came to us a month ago and there were issues of evaluation. The Chair, hearing no further comment, calls for the vote; it is unanimous to approve with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

Resolution No.
File Name
Description

(Approved)

86-12
pe4212Carpenter.doc and job description
Approving amending the job description of the Carpenter, Board of Education, Local #466 with no change in salary.

Be it resolved by the Common Council of the City of Middletown: That the job description of

Carpenter, Board of Education, Local #466 be modified. No change in salary grade

Fiscal Impact: No fiscal impact

Title:	Carpenter	
Department:	Board of Education	
Date:	August 2003 March 2012	Grade 9

Purpose of Position

The purpose of this position is to perform skilled carpentry work in the maintenance, repairs, construction and renovation of school buildings **and perform skilled locksmith maintenance, repair and installations inclusive of restricted key access hardware and electronic access security systems.** The work is performed under the direction of the Director of Facilities.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs skilled carpentry work including rough and finish carpentry; builds, repairs, installs doors, bookshelves, school furniture, **and** cabinets. Builds, constructs, installs and repairs structure and fixtures of wood, plywood, ~~plywood and wallboard~~ and **drywall**; ensures compliance with building codes.
- **Installs, maintains and repairs interior and exterior lock sets, restricted key access hardware, and electronic access security systems. Maintains key inventories and key control systems for school district; makes keys and programs key fobs, swipe cards, etc. via computer software.**
- **Uses computer to correspond via email, utilize work order system, access Web for ordering and research, and perform key control responsibilities.**
- Applies shock-absorbing, sound-deadening and decorative paneling to ceilings and walls; fits and installs prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim and finish hardware.
- Erects scaffolding and ladders for assembling structures above ground level; **uses high lifts as required.**
- Performs general maintenance work as assigned.
- Prepares cost and time estimates.
- Assists the Director of Facilities in planning minor renovations, allocating quotations, scheduling and coordinating work and inspecting completed work.
- ~~Maintains key inventories and key control systems—including electronic systems—for the entire school district~~
- Coordinates carpentry work with architects during major project-planning stages; ***assists in estimating costs and time for major renovation projects.***
- **Responds to after hour school emergencies including weekends and holidays.**
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Completion of a Vocational Technical School program in the Carpentry trade or the completion of an approved apprenticeship program in the trade with five years of journeyman level experience **which includes two year minimum locksmith technical training, inclusive of restricted key access hardware, including one year minimum training in electronic access security systems or related field, required.** or any combination of education and experience that provides equivalent knowledge, skills and abilities. **Knowledge of IT systems and networks, and administrator skills for card access entry systems preferred. A valid CT driver's license required.** Position requires the ability to obtain an Aerial Lift Truck and Gun Powder Driven Tools certifications ~~as well as a Commercial Driver's License (CDL-B). A Carpentry Trade License is required.~~ **Basic computer proficiency required and should be noted at time of application.**

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform ~~basic~~ **mid** level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and or/guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a wide variety of reference, descriptive and/or advisory data and information such as work orders, MSDS, blueprints, contractor quotations, estimates, drawings, reports, codes, specifications, maintenance manuals, **asbestos records**, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Director of Facilities, **central school district administration, principals**, school staff, **other tradesmen**, ~~principals, central administration, contractors, other tradesmen,~~ vendors and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, algebra, geometry and trigonometry.

Physical Requirements

- Requires the ability to operate equipment and machinery such as wood working machines, metal shop machines, hand and power tools, instruments, heavy trucks, and aerial lifts, requiring monitoring multiple conditions and making multiple, complex and rapid adjustments. Ability to repair complex equipment and machinery.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as skilled carpentry work.
- Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as temperature and noise extremes, dusts or machinery can cause discomfort and where there is a risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Agenda Item **11-9**

Councilwoman Kasper reads and moves for approval agenda item 11-9 and her motion is seconded by Councilman Faulkner.

Motion to Amend

Councilman Klattenberg states another friendly amendment is the name of employee should be removed. Councilwoman Kasper agrees and seconds the motion. The Chair asks if there is any discussion on the amendment. Hearing none, he calls for the vote. It is unanimous to approve with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes

Noted for the Record

Councilman Serra returns to his seat at 8:05 p.m.

The Chair calls for the vote on the underlying resolution; the matter passes unanimously with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes.

Resolution No.	File Name	Description

87-12
pe4212reclassificationofhumanrelationsseciito adminseciii
 Approving the reclassification of the Human Relations Secretary II position, Local #466, Salary Grade 6, Maximum (\$15.35 - \$22.71) to Administrative Secretary III, Local #466, Grade 8 Maximus (\$18.28 - \$27.05) Step 4 and approving the upgrade of the incumbent into the position as approved by the Labor Management Committee with said upgrade to be effective July 1, 2012.

(Amended and Approved)

Be it resolved by the Common Council of the City of Middletown: That the current incumbent, in the position of Human Relations Secretary II, Local #466 Salary Grade 6 Maximus (\$15.35 – \$22.71) be reclassified to the position of Administrative Secretary III Local #466 Grade 8 Maximus (\$18.28 - \$27.05) Step 4 as approved by the Labor Management Committee; and

Be it further resolved: That the reclassification shall become effective on July 1, 2012

Fiscal Impact: There is no impact in the current budget; if approved the Council would approve the salary during the budget process.

Title: Administrative Secretary III

Department: Varies

Date: March 2001

Purpose of Position

The purpose of this position is to perform complex and confidential administrative and secretarial functions in support of the Department Head/Director.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares, transcribes, types and prepares correspondence and documents from rough notes, dictation and transcription equipment; prepares and types a variety of reports, records, documents and correspondence. May compose correspondence and other materials.
- Assists in the preparation of the annual department budget; pays bills and monitors expenditures; prepares purchase orders, transfer of funds and additional appropriations. May assist in the preparation of the annual report.
- Researches a variety of issues for the Director and/or other department personnel.
- Schedules and coordinates meetings and events. Coordinates various office functions.
- Answers phones and provides assistance; responds to inquiries; takes and relays messages. Meets with employees and the public and provides information on department or City procedures; may contact other municipalities and outside agencies regarding department functions.
- Develops and maintains confidential/restricted files, records, logs and databases; creates new and purges old files; oversees the destruction of department files. May maintain and update manuals, handbooks or brochures. Performs data entry functions.
- Opens, date stamps, processes and distributes mail; prepares items for mail and prepares bulk mailings.
- Orders office supplies and maintains and monitors inventory; may take annual inventory. May coordinate maintenance and repair of office equipment.
- May process new employee forms, prepare packets; schedule physicals, notify supervisors of drug tests, etc for personnel purposes.
- May provide secretarial services to assigned boards or commissions.
- Observes strict confidentiality in maintaining restricted records and files.
- Assigns work to clerical staff.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational/technical training in Secretarial Science or a related field with three years of related secretarial/administrative experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, technical operating manuals, mail, purchase orders, lists, documents, directories, ordinances, statutes, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with Supervisor and all department personnel, other City departments, vendors and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Agenda Item

11-10

Councilwoman Kasper reads and moves for approval agenda item 11-10; she states she noticed there is a name in the resolution and moves to remove that. Councilman Faulkner seconds the motion and amendment. The Chair calls for the vote on the amendment. It is unanimous with eleven affirmative votes. The Chair states the matter passes.

The Chair asks if there is any discussion on the underlying motion; seeing none, he calls for the vote. It is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes.

Resolution No.
File Name
Description

88-12
per212reclassificationofschoolseciivoag
Approving the reclassification of the School Secretary II, Local #466, Salary Grade 6, Maximus (\$15.35 - \$22.71) to School Secretary III, Vo Ag, Local #466, Salary Grade 7, Maximus (\$16.82 - \$24.90) Step 6, and approving the upgrade of the incumbent into the position as approved by the Labor Committee with said upgrade to be effective July 1, 2012; the approval adds the position of School Secretary III into the City’s Classified Plan.

(Amended and Approved)

Be it resolved by the Common Council of the City of Middletown: That the current incumbent, in the position of School Secretary II Local #466 Salary Grade 6 Maximus (\$15.35 – \$22.71) be reclassified to the position of School Secretary III, Vo Ag Local #466 Salary Grade 7 Maximus (\$16.83 - \$24.90), Step 6 as approved by the Labor Management Committee; and

Be it further resolved: That the position of School Secretary III, Vo Ag be added to the Classified Plan; and

Be it further resolved: That the reclassification shall become effective on July 1, 2012

Fiscal Impact: There is no impact in the current budget; if approved the Council would approve the salary during the budget process.

Title:	School Secretary III – Vo Ag		
Department:	Board of Education		
Date:	March 2012	Grade 7	

Purpose of Position

The purpose of this position is to perform administrative support functions in support of an Administrator and to oversee the operations of the office. The work is performed under the direction of a Director of Vocational Agriculture.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Greets, screens, assists and directs callers; provides information; answers questions; refers callers to appropriate personnel; takes and relays messages. Answers and responds to intercom inquiries and requests. Provides support for Open House, tours and other activities. Sets up Shadow Days for 8th grade students. Monitor security cameras and unlock doors.
- Prepares, types, transcribes and composes reports, including ED 503 State report, documents and correspondence. Types and processes evaluations. Maintains FFA roster with State of Connecticut. Register students for career development events. Prepares and sends press releases to media and websites. Prepares mailings and sends out progress reports.
- Maintains, tracks and updates records, files, databases and spreadsheets; tracks teacher attendance; maintains personnel records database; maintains school snow call list. Maintains suspension and other lists. Maintains and updates handbooks.
- Maintains Principal’s calendar; schedules meetings and appointments; schedules teacher evaluations. Assists in scheduling and tracking substitute teachers. Sets up recruiting visits; maintains correspondence with all out of town Boards of Education and bus companies.
- Maintains all finances for the Vocational Agriculture Center; FFA Activity Fund, Vo Ag Fund, regular budget. Prepares purchase orders, track orders. Responsible for accounts payable and receivable. Sets up fundraisers, collect FFA dues.
- Assists with the preparation of the budget; compiles information. Responsible for mileage reimbursement for teachers and payment requests. Maintains vehicle registrations for Vo Ag vehicles.
- Acts as recording secretary for meetings; prepares agendas and meeting materials; takes, prepares and distributes minutes.
- Assists in coordinating graduations, teacher conferences and other special events. Assists with and conducts special projects as assigned.
- Maintain all student files for Vo Ag students, accept and file all incoming applications, send out acceptance/rejection notices. Set up meetings with interested students.
- Processes mail for school staff.
- May act as courier when needed to pick up supplies for teachers, animals or events. Take sick animals to Veterinarian when needed.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational/technical training in Secretarial Science or Business with three years of progressively responsible secretarial/administrative experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as records, reports, spreadsheets, budgets, invoices, handbooks, evaluations, booklets, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Principal, other secretaries and school officials, teachers, students, parents, the media and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, algebra and geometry.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Agenda Item 11-11

Councilwoman Kasper reads and moves for approval agenda item 11-11; Councilman Pessina seconds her motion.

Councilman Serra states at the Finance Committee, it was recommended that it be done with transfers within the department and at that time we didn't know where it would come out because we didn't know if it was to be paid by the City Attorney's Office or the Personnel Department; it might come back later, but he recommends defeating this and as the Finance Director said, transfer.

The Chair asks if there is any further discussion. Councilwoman Kasper states she has concerns and she did look at the Personnel Department budget and the remaining money is for the hiring of police officers and we are doing that and I am concerned we may not be able to continue doing that.

The Chair asks if there is any further discussion; seeing none, he calls for the vote. It is six aye votes by Council Members Kasper, Faulkner, Pessina, Bibisi, Salafia, and Kleckowski; and five nay votes by Council Members Serra, Klattenberg, Daley, Santangelo, and Berch. The Chair states the matter passes with six affirmative votes and five negative votes.

Resolution No.
File Name
Description

89-12
perelease10percent2012
Approving the release of the 10% reserve for the Personnel Department in the amount of \$5,825 to Arbitration line item, to pay \$5,000 at ADRC for services rendered for Teamsters, Local #671 matter and to pay a late cancelation fee for Attorney Blum, the neutral Arbitrator for Police Arbitration.

(Approved)

Be it resolved by the Common Council of the City of Middletown: That the ten percent (10%) reserve for the Personnel Department of \$5825 be returned to the departments Arbitration line item in order to pay for services to be rendered in a matter with the Teamsters Local #671 at ADRC at a cost of \$5000 and to pay for a late cancellation fee from Attorney Blum who was the neutral Arbitrator for the former Police Arbitration at a cost of \$825; and

Should a balance remain after the expenditures stated above, any balance shall be returned to the General Fund at the end of the fiscal year.

Agenda Item 11-12

Councilman Daley reads and moves agenda item 11-12 for approval; his motion is seconded by Councilwoman Kasper. Councilman Daley states for the members of the public; back in February, the Council established this program for businesses who were displaced because of the roof collapse and this provides funding for Tesoro who relocated their business. The Chair calls for the vote. It is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes.

Resolution No. 90-12
File Name PCD_emergencyBusAssistance
Description Approving creating a new line item entitled Emergency Business program, 4330-14000-99200-0000-35179 in the Economic Development Fund and approving a transfer of \$5,700 from the Economic Development Fund revenue lines into the new line item.

(Approved)

WHEREAS, at their meeting of February 7, 2011, the Common Council approved Resolution 18-11 to establish the Emergency Business Program to assist various small Main Street businesses displaced from their storefronts due to collapsed and/or structurally unsound buildings.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: To implement the Emergency Business Program, a new line item Emergency Business Program 4330-14000-99200-0000-35179-0000-000 be established in the Economic Development Fund and \$5,700 be transferred from the Economic Development fund revenue lines to the new line item.

FINANCIAL IMPACT: No impact to the City's General Fund.

Agenda Item 11-13

Councilman Faulkner reads and moves for approval agenda item 11-13; his motion is seconded by Councilman Santangelo. There is no discussion. The vote is called. It is unanimous to approve with eleven aye votes. The Chair declares the matter passes unanimously with eleven affirmative votes.

Resolution No. 91-12
File Name PCDCouncilofGovernments
Description Approving the ratification of the action of the Connecticut River Valley Council of Elected Officials to create a combined regional Planning Office with the Midstate Regional Planning Agency and the CT River Estuary Regional Planning Office with the newly established council of governments called the Lower Connecticut River Valley Council of Government.

(Approved)

WHEREAS, The State of Connecticut has determined it is in the best interest of the state to reduce the number of regional planning organizations (RPO) from the current fifteen (15) to approximately nine (9); and.

WHEREAS, it was determined by the Connecticut River Valley Council of Elected Officials that it was in the best interest of the towns in the Midstate Regional Planning Agency and the Connecticut River Estuary Regional Planning Agency to act now and create a combined RPO to avoid the possibility of the State of Connecticut determining the boundaries and dividing up the areas into regions associated with Hartford, New Haven and New London.

WHEREAS an arbitrary division by the state would result in the loss of the regions current identity as "Middlesex County" and the lower Connecticut River Valley; and

WHEREAS while there are no guarantees, the legislature has assigned the task of determining regional boundaries to the Office of Policy and Management and the agency has indicated that it will recommend no changes to any regions that voluntarily consolidate in advance of their determination.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: hereby ratifies the action of the Connecticut River Valley Council of Elected Officials to become a council of governments at their meeting of July 27, 2011 and toward that end, the Connecticut River Valley Council of Elected Officials formally adopted sections 4-124i and 4-124p, inclusive of the Connecticut General Statutes, in accordance with the procedures set forth in section 4-124j of the Connecticut General Statutes, and that this new established council of governments be call the Lower Connecticut River Valley Council of Governments.

Fiscal Impact – At this time it is indicated that the dues will remain the same. As the organization is established with office space and determining the staffing levels this could change.

Agenda Item 11-14

Councilman Klattenberg reads and moves for approval agenda item 11-14; his motion is seconded by Councilwoman Kasper. The Chair asks for discussion. Councilman Faulkner states the reminder that it should be an agreement and not any; Councilman Pessina seconds the motion. The Chair

asks if there is any discussion; seeing none, the vote is called. It is unanimous with eleven aye votes to approve.

The Chair asks if there is any discussion on the underlying matter; hearing none, he calls for the vote. It is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously with eleven aye votes. He comments that they have sponsorship and it will speed along the processing of the Army on this property.

Resolution No.
File Name
Description

92-12
PCDMileLaneReuse2012
Authorizing the Mayor to coordinate, negotiate and execute an agreement with the U. S. Army Corps of Engineers to gain site control of 499 Mile Lane; the Mayor is authorized to apply to the State of Connecticut for the Regional Fire Training School funding.

(Amended and Approved)

WHEREAS, on August 25, 2005 the Federal Base Realignment and Closure Commission (BRAC) voted to close the Middletown Connecticut Army Reserve Center (MCARC); and

WHEREAS, the City established a Middletown Base Realignment and Closure Local Redevelopment Authority (MBRAC-LRA) in April of 2006; and

WHEREAS, the MBRAC-LRA has worked closely with the US Army and reached out to local stakeholders through a series of 11 public meetings and informational sessions, and information regarding the project has been posted on the City's website for the past two years; and,

WHEREAS, The Common Council adopted the Reuse Plan for 499 Mile Lane to create a public safety facility that will include a new fire station, a regional fire training school, an emergency operations center and dispatch center on September 2, 2008;

WHEREAS, The US Department of Housing and Urban Development (HUD) and the Federal Emergency Management Agency (FEMA) have approved the proposed Reuse Plan for 499 Mile Lane on February 3, 2010 and March 15, 2012, respectively;

WHEREAS, The State of Connecticut has set aside bond funding for the creation of six regional fire training school, that includes a school for the City of Middletown;

WHEREAS, The City of Middletown is entitled take ownership of the property from the US Department of Army Corp of Engineers through a Public Benefit Conveyance;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That the Mayor, as Chief Executive Officer of the City of Middletown, is hereby authorized to coordinate, negotiate, execute an agreement with the US Army Corps of Engineers to gain site control of 499 Mile Lane; and,

AND BE IT FURTHER RESOLVED: That the Mayor, as Chief Executive Officer of the City of Middletown, is hereby authorized to apply to the State of Connecticut for the Regional Fire Training School funding.

FINANCIAL IMPACT: The Mile Lane Reuse Plan estimates the proposed site development would cost \$9,923,600. \$7,050,600 of the project cost should be eligible to be offset by State Bond funds set aside for Regional Fire Training Schools. This would require the City to fund \$2,873,000 with either local funds or other undetermined sources. The City would likely need to go out to referendum to raise the local share.

Agenda Item

11-15

Councilman Daley reads and moves for approval agenda tiem 11-15; his motion is seconded by Councilman Santangelo. Councilman Daley states Director Warner explained this is important because it will allow us to demolish a building and save money. The whole idea is to get the site cleared as quickly as possible. We want to impress upon the State a new opportunity with a cleared site for investment. He urges the Council to support this. It is waiving the bidding but in this instance it is justified. The contractor can clear it quickly. Councilwoman Salafia states should it read unattractive nuisance. Councilman Daley explains it is a legal term. The Chair asks for further discussion. Seeing none, he calls for the vote. It is unanimous to approve with eleven aye votes. The Chair states the matter is approved unanimously with eleven affirmative votes.

Resolution No.
File Name
Description

93-12
PCD645mainbidwaiver2
Approving the waiving of the competitive bidding requirement in accordance with Section 78-8 of the Middletown Code of ordinances to hire American Contractors to demolish the City-owned building at 645 Main Street for a cost of \$10,000; approving creating a new line item in the Economic Development Fund entitled 645 Main Street Demolition and approving a transfer of \$10,000 from the Economic Development general balance into the new line item.

(Approved)

Whereas, the City of Middletown received a State DECD grant of \$400,000 and acquired the vacant and environmentally contaminated gas station at 645 Main Street; and

Whereas, the building is blighted and an attractive nuisance in the neighborhood and its timely

removal is in the best interest of all involved; and

Whereas, the Community Health Center owns the building behind the city building at 9 Grand Street and has filed an application to demolish that building; and

Whereas, the Community Health Center intends to use the local company American Contractors to perform said demolition; and

Whereas, in an attempt to save the city money due economies of scale, a one time site mobilization and the ability to stage construction on a larger footprint, the city solicited a bid from American Contractors to demolish the 645 Main building at the same time they are demolishing the 9 Grand Street building which will occur in the month of April; and

Whereas, the grand opening for the new, state of the art, Community Health Center across the street from these properties is scheduled for May 3rd; and

Whereas, it will be advantageous to be able to discuss with high ranking state and federal officials the desire to construct another building and point to future site which has already been leveled.

Now, therefore, be it resolved by the Common Council of the City of Middletown: that a bid waiver, in accordance with Section 78-8 of the Middletown Code of Ordinances, be approved to hire American Contractors to perform building demolition at the city owned property at 645 Main Street at an estimated cost of \$10,000.

BE IT FURTHER RESOLVED, that a line item 4330-14000-xxxx-xxxx-xxxx-xxxx-xxx 645 Main Street Demolition be established in the Economic Development Fund and the sum of \$10,000 be transferred from the Economic Development Fund general balance into said line item.

FISCAL IMPACT – There will be no impact on the General Fund. The \$10,000 demolition cost will be paid from the Economic Development Fund. The building would eventually have to come down as part of the sites redevelopment and would be complicated if confined to the sites boundaries as opposed to being able to utilize the adjacent site.

Agenda Item

11-16

Councilman Daley reads and moves agenda item 11-16 for approval and his motion is seconded by Councilwoman Kasper.

Councilman Pessina states welcome back; it is our expectations you will provide us with a report on your progress and opportunities to look at the Aetna site and looking forward to the response to your trip.

The Chair states he will provide a report and as an overview we are hosting a Trade Conference on June 11 at Wesleyan and will have a number of investors and manufacturers here and they have a lot of investors interested in Connecticut and both provinces are looking to partner with U.S. firms to make equity investments in Connecticut so they can export our knowledge and products. There are a lot of opportunities for synergy and we are trying to get out ahead of other communities. He did present on the Aetna site and not sure where they will go. Something may come up and may not, but we will have investors back here to speak to local investors for equity investment or export. Councilman Pessina asks if the economic team will plan tours. The Chair states he talked to people about that and they want to see a cost benefit analysis before they look at the site and he has gotten specific requests but while they are here generally, they can meet one on one with power investors and the government. They can create partnerships. They are facilitating a meeting. We will bring everyone together. The Chair states we should be at the forefront of this.

Noted for the Record

Councilman Santangelo leaves the chamber at 8:19 p.m.

Councilwoman Salafia states she cannot support this; she has difficulty with an Economic Development Committee meeting that was held 15 minutes before the Council and she resents not knowing anything about this prior to that, that you were in China. I agree with the member of the public and that we are paying for it after the fact. We should have had input prior to your going. She would like to know if there are other things planned that they don't know about. She cannot support this tonight. The Chair responds it was originally coming out of the Community Promotions line and would not need Council approval because it was already in the budget; he felt it should have come out of the Economic Development Fund as a more appropriate source. We need to position ourselves in the global economy.

Councilwoman Kasper states she will support this and she read that China is releasing \$1.5 billion from their social security network and looking for international finance managers and who knows what we might get.

Councilman Berch states he is in support of this and supports your endeavors. A lot of money has gone into the wealth of the China's market and he applauds your endeavor.

Councilman Serra states you are right relative that this could have been done

without Council authorization and to be transparent, you brought it forward through Economic Development. He is glad you did and that is the reason in delaying this because it should come from that fund and not promotions.

Councilwoman Kleckowski states she concurs with Council Members Salafia and Berch; she applauds the trip, but in a meeting 15 minutes beforehand to have a committee approve this is a bad pattern and she received a note on the 19th and did not know you were out of the country. We deserve to know where you are as well as the populace and not being in town is one thing and being out of the country is another. I did not get the note until the 23rd and it did not give any indication you were out of the country. We should know where you are. The Chair responds we did inform you that I would be gone and Councilman Santangelo would be acting mayor and checking the box is your responsibility. Councilwoman Kleckowski states this is about you being out of the country. The populace should know you were out of the country. The Chair responds the Deputy Mayor was acting mayor for the week. Councilwoman Kleckowski replies we did not know where you were.

Councilman Santangelo states first of all he supports the mission you took and in your campaign speeches you said from the beginning if you had to go where the businesses are, you would do that and commends you for holding true to your campaign speech. This is the kind of thing that has to happen. You have to be bold. You can't sit in Middletown and expect the world to come to us. You were encouraged by others to go. He commends you for taking the opportunity and anticipates the results of your message.

Councilman Daley states it is unfortunate something that we should take pride in is getting caught up with the side issues and he understands the concerns that exist. Everything was done properly and funds were available in the appropriate line item and the Economic Development Fund is a more appropriate source for the funding. As far as having the right to know where the mayor is, I can say the memo and method is the practice for the past 14 years at least, for the past two mayors prior to you and it was the same memo. The line at the end was that the chief of staff would be available all the time and your office would be able to get in touch with you. That was the point I wanted to make and there are legitimate reasons why any of us might not want the public to know we are away. We have families and concerns about their privacy. It was a great opportunity with the event to be hosted at Wesleyan and he hopes we get something directly from the Chinese directors, but even not just having this event will generate investors from here in the U.S. and abroad.

Councilman Pessina states hearing his colleagues talk about the notification and protocols is not that important but you have taken an opportunity to bring strong economic development to Middletown. We can get involved in the smaller issues, but we have an opportunity to benefit the City and to benefit economically. He is looking forward to your report. I don't see the other cities taking these types of steps. You need to think outside the box and go out for economic development opportunity. If you get investment back, it is a great thing, and if you don't, it shows we are taking a leadership role in the state and he doesn't hear about their CEO's taking these steps. This needs to be done in the future. We can straighten out the notifications. He looks forward to the June event. And you are on the right track.

Councilwoman Salafia states at this point she asks if he will be coming to the Council for the event in June. What do you know that I don't that I should to make an informed decision. The Chair states he will not come to the City for funds for the event. The U. S. Department of Commerce will be paying for it and they invited him on the trip. Councilwoman Salafia states she would like to have known that; we should have had input or notification on this trip. That is the way I feel and after the fact coming for the money is incorrect. We have a bid process, purchase order process. She is questioning the going. She hopes something good comes from this and I resent not knowing about this beforehand and I am being asked after the fact to sign the check.

Councilman Serra states with all due respect, you worked here for how long and no one made you aware of where the Mayor is. Councilwoman Salafia states no. Councilman Serra states the way information flows in this building, he thought everyone knew.

Corporation Counsel Ryan states this is not directed, there is nothing in the Charter or any other legal documents that indicates that the Mayor has to specify where he is. He needs to notify you that he is not available.

The Chair states since I took office, he has people showing up at his doorstep, but he wanted to be careful about advertising where he was. He did not want to put his family in any harm and he went to the Economic Development committee because it was more transparent. He released the information directly to the press. We can go around in circles. Councilwoman Salafia states that because she worked in this building she should know where the Mayor is, she resents

that comment and she did not know. I sit on the Economic Development Committee and she was not given any information on this trip until this evening and she finds that difficult. She is being told after the fact and she should have had some sort of input beforehand.

The Chair calls for further discussion; seeing none, she calls for the vote. It is nine aye votes by Council members Serra, Klattenberg, Daley, Santangelo, Kasper, Faulkner, Pessina, Bibisi, and Berch; and two nay votes by Council Members Salafia and Kleckowski. The Chair states the matter passes with nine affirmative votes and two in opposition.

Resolution No.
File Name
Description

94-12
PCD EDFMayor China(2)
Approving creating a new line item in the Economic Development fund entitled Mayor’s China Trip and approving a transfer of \$5,500 into the new line item from the Economic Development Fund Balance.

(Approved)

Whereas, the Mayor has traveled to China on a trade mission with the US Department of Commerce to promote Middletown and to encourage investment in our community.

Whereas, at the April 2, 2012 special meeting of the Economic Development Committee, the committee voted to recommend an allocation of \$5,500 from the Economic Development Fund for expenses related to the Mayor’s trip to China.

Now, therefore, be it resolved by the Common Council of the City of Middletown: That \$5,500 is allocated from the Economic Development Fund for expenses for the Mayor’s trip to China.

BE IT FURTHER RESOLVED: That a line item 4330-14000-xxxxx-xxxx-xxxxx-xxxx-xxx “Mayor’s China Trip” be established in the Economic Development Fund and the sum of \$5,500 be transferred from the Economic Development Fund general balance into said line item.

FISCAL IMPACT – There will be no impact on the General Fund. The \$5,500 travel expenses will be paid from the Economic Development Fund.

Agenda Item
Description
(All Approved)

11
Mayor’s Appointments.

The Chair reads the appointments and asks for a motion to approve. Councilman Serra so moves and his motion is seconded by Councilman Berch. Councilman Santangelo has a question on the appointments and the Chair responds. There is no further discussion. The vote is called and it is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes.

Sanitary Disposal District Commission:
Reappointment of Mary Augustine to October 30, 2016.
Reappointment of Thomas Goglia to October 30, 2016.
Reappointment of John Uccello to October 30, 2016.

Citizens Advisory Committee:
Appointment of Patrice Barrett to fill a vacancy to August 31, 2015

Agenda Item
Description

12
Contingency Fund Transfers

The Chair states there was one contingency fund transfer in the amount of \$500 to Project Graduation, Line Item 1000-26500-59200-0724.

Agenda Item
Description

13
Questions to Directors on Nonagenda Items

The Chair asks if there are any questions to directors on nonagenda items. There are none.

Councilman Serra is recognized by the Chair and states he wanted to comment on the people retiring; they have over 400 years of service to the City and he wanted to congratulate them.

Motion to Adjourn

Councilman Berch moves to adjourn and is seconded by Councilwoman Kleckowski. The Chair calls for the vote; it is unanimous with twelve ayes. The Chair adjourns the meeting at 8:40 p.m.

ATTEST:

MARIE O. NORWOOD
COMMON COUNCIL CLERK